POLICE PILOT PROJECT

Fenix User Manual

Documentation for Fenix Software

Version 1.4

1/26/2015

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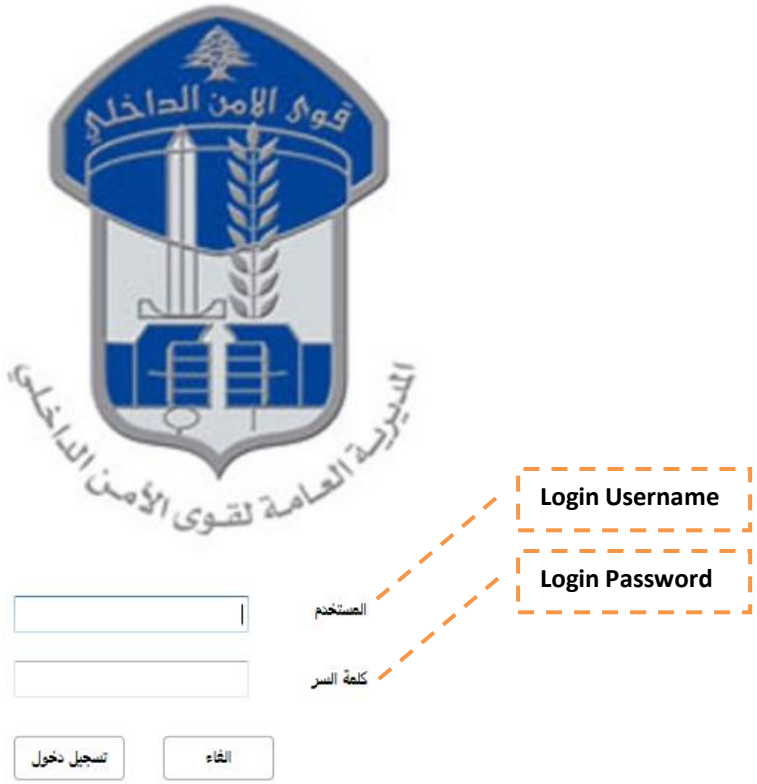
1. Introduction

The Fenix software is designed for managing police stations' daily workflow activities.
The software allows its users to log all needed information related to detainees, summaries of investigation reports, and reception records.
It includes a dashboard section for viewing system data through specialized charts.
All this is manageable via roles and permissions given to users on the different software sections.

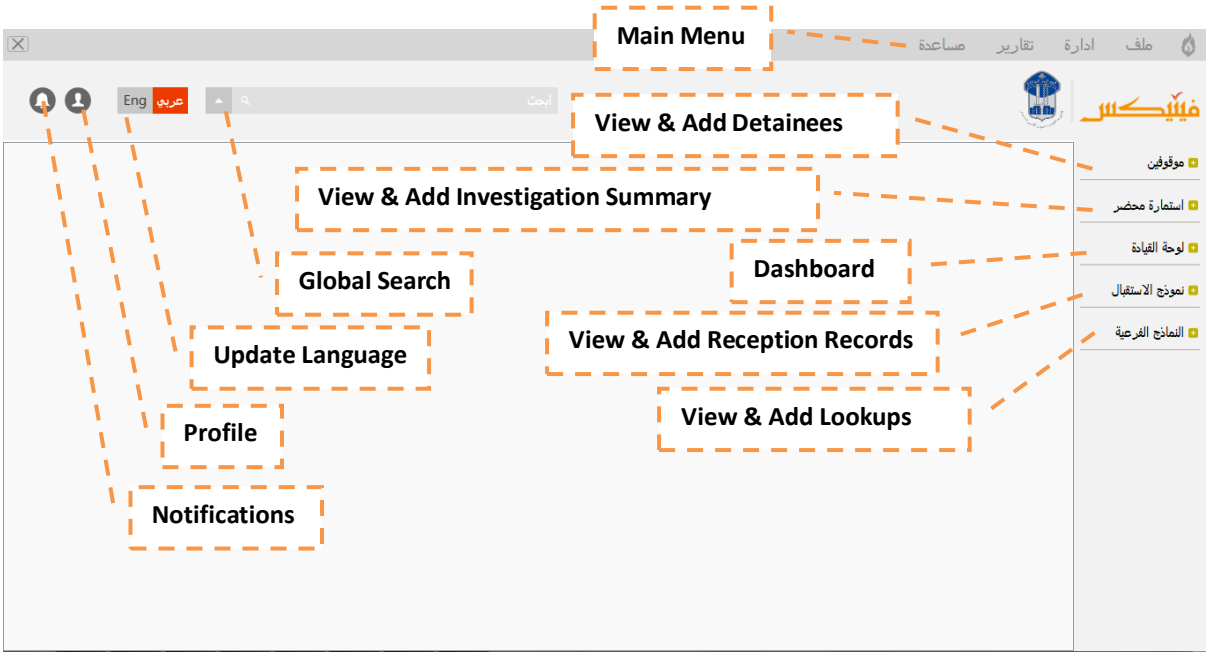
2. Startup

The application is password protected. Only privileged users can access it.
So to login, you need to enter your assigned user name and password.



3. Workflow

Once logged in, you can access the different application functionalities using the upper menu and left vertical list.



4. Upper Menu

The upper menu contains several functionalities like adding users, roles, and configuring dashboard.

4.1 File

You can exit the software using the '**Exit**' button in the '**File**' drop down menu.

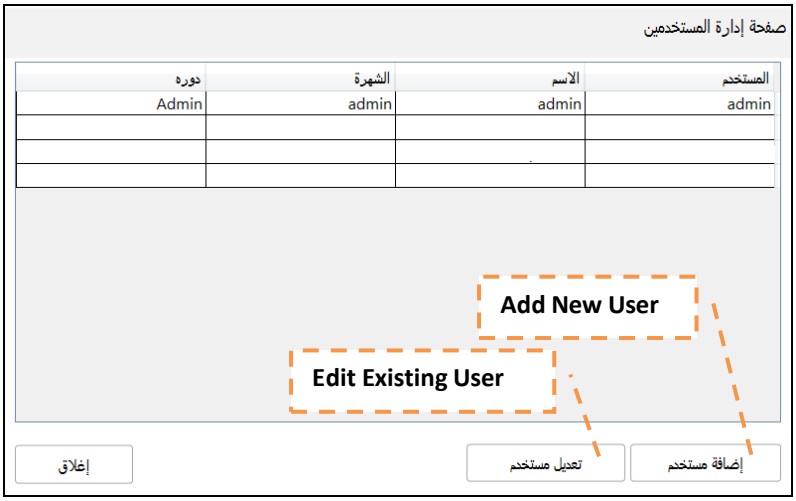
4.2 Management

In the '**Management**' section, you can add new users, assign roles to users, add dashboard units, add new charts, and edit existing charts.

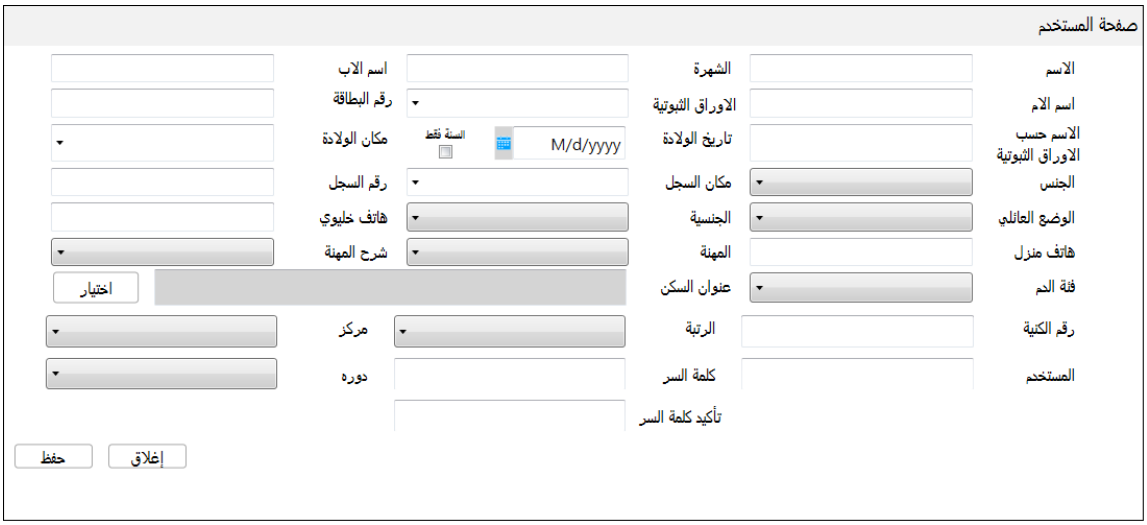
4.2.1 Management - Users

You can access the Users section via the '**Management**' → '**Users**' menu item.

The Users section is used to list, add and edit system users like administrators, receptionists, investigators, etc.

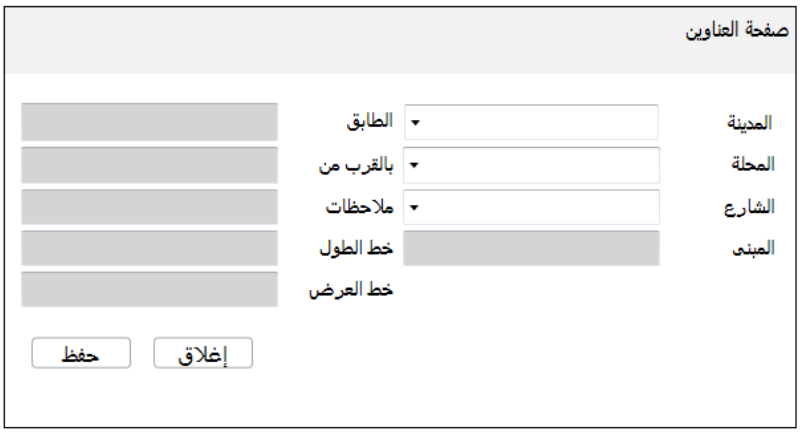


To add a new user, press on the '**Add User**' button, enter the user's personal information, work information, login credentials, and save.



To add user's address, press on the 'Choose' button next to the address field and enter the required info.

Address Popup



Below is the description of all listed fields.
*Required indicates that a field is obligatory.

Contact Info

Contact personal information

Field Name	Description	Required?
Name	Contact's first name	✓
Last Name	Contact's last name	✓
Father Name	Father's name	
Mother Name	Mother's name	
Identification Papers	Identification paper used to enter the contact's data	✓
Card Number	Identity card number	
Name on Identification Papers	Full contact name as displayed on identification paper	
Date/Year of Birth	Date of birth or year of birth	✓
Birth Location	Birth location	✓
Gender	Gender	✓
Registration Location	Registration location	✓
Registration Number	Registration number	
Marital Status	Marital status (single, married, divorced…)	✓
Nationality	Nationality	✓
Mobile Number	Mobile number	
Landline Number	Home landline number	
Job	Current work domain	✓
Job Description	Short description about the contact's job	
Blood Type	Blood type	✓
Address	Full address	✓

Contacts are used everywhere in the software to define users, detainees, crime participants, crime victims, and visitors.
When entering a contact data, you might notice an auto complete popup which will list possible matches for your input data.

Address Info

Entering any of the below fields is enough to save the address.

Field Name	Description	Required?
Country	Contact country name	
District	Contact district name	
City	City name	
Region	Region name	
Street	Street name and/or number	
Building	Building name and/or number	
Floor	Floor number	
Near	A description about any near well know place	
Comments	A short comment or description	
Longitude	Geographical longitude	
Latitude	Geographical latitude	

Work Info

Work related information

Field Name	Description	Required?
Battalion Number	Contact battalion number	✓
Military Rank	Contact military rank	✓
Position	Contact work position	✓

Login Info

User login credentials and role

Field Name	Description	Required?
Username	User name to be used to login to Fenix	✓
Password	User login password	✓
Password Confirmation	Confirm user login password	✓
User Role	User role (admin, investigator, receptionist, …)	✓

4.2.2 Management - Roles

You can access the roles section using the '**Management**' → '**Roles**' menu item.

Roles section is used to assign permissions to different users on the different sections of the software i.e. set what each user role can view, add or edit.

Current supported roles

- View or full access to **investigation reports**
  - View, add and edit reports
  - Bulk import of investigation reports
- View or full access to **detainees**
  - View, add and edit detainees
- View or full access to **reception records**
  - View, add and edit reception records
- View or full access to **lookups**
  - View, add and edit lookup records
- View or full access to user **management** sections
  - View, add and edit users
  - View and edit roles
- View or full access to **dashboard** sections
  - Add, edit and delete dashboard units
  - Add charts using the charts wizard
  - Edit or delete charts

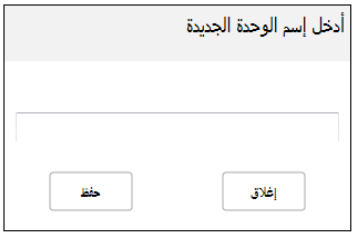
4.2.3 Management - Dashboard Settings

You can access the dashboard settings section using the '**Management**' → '**Dashboard Settings**' menu item.

- Dashboard settings section is used to add new dashboard units and assign the charts to be displayed in each unit
- You can also edit units' names or delete them
- When a new unit is added, you can set the roles eligible to view it

For example, you can add a unit showing charts related to reception records to be displayed only for receptionist users.

To add a new unit press on the '**Add Unit**' button, enter the unit name in the popup, and save.



Once the unit is saved, another popup will open allowing the user to select who will be able to view it from system user roles.

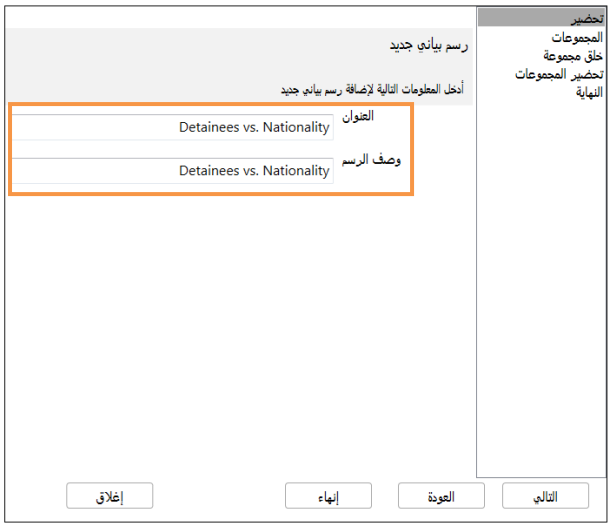
Once roles are saved, you can select the charts to be displayed in that unit or add charts later.

4.2.4 Management - New Chart

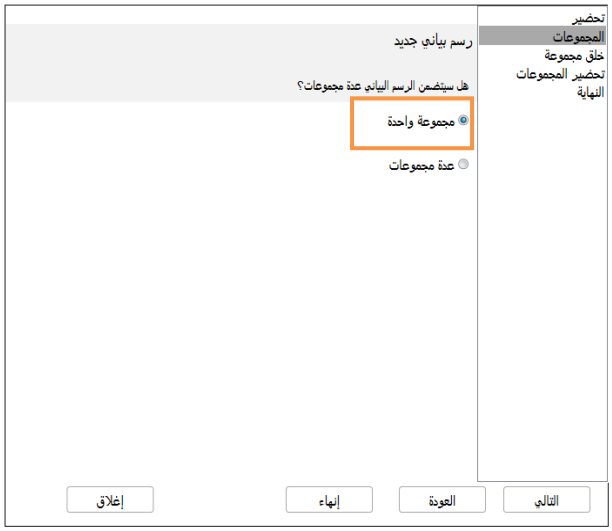
You can access the charts wizard using the '**Management**' → '**New Chart**' menu item.
Charts wizard allows user to add charts showing different system criteria.

To add a new chart,

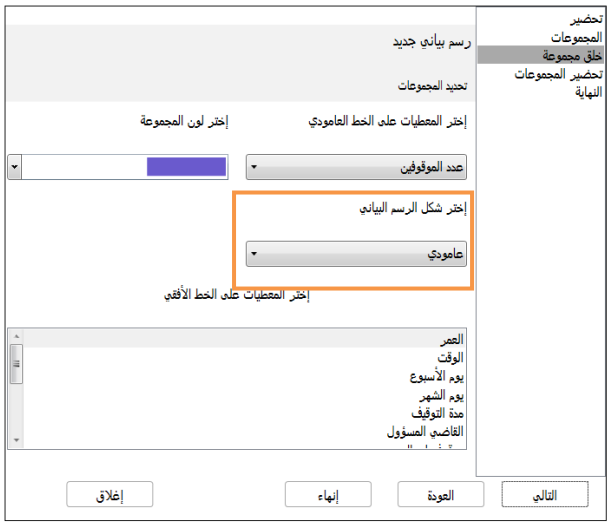
- Enter the chart name with a small description



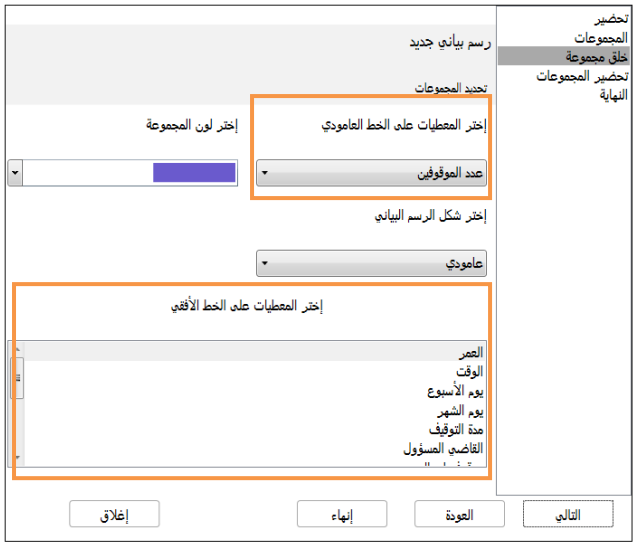
- Select whether the chart will show one or several groups



- Choose the type of chart (column, line, area)

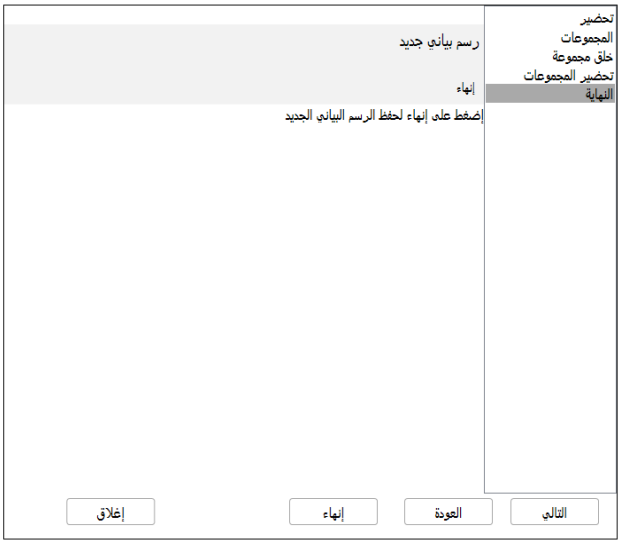


- Enter the plot criteria



- **Vertical Criterion**
  - Number of Detainees
  - Number of Investigation Reports
  - Number of Visits
  - Average Age
- **Horizontal Criterion**
  - The horizontal criterion depends on the selected vertical one.
  - For example, number of detainees versus age, time, etc.

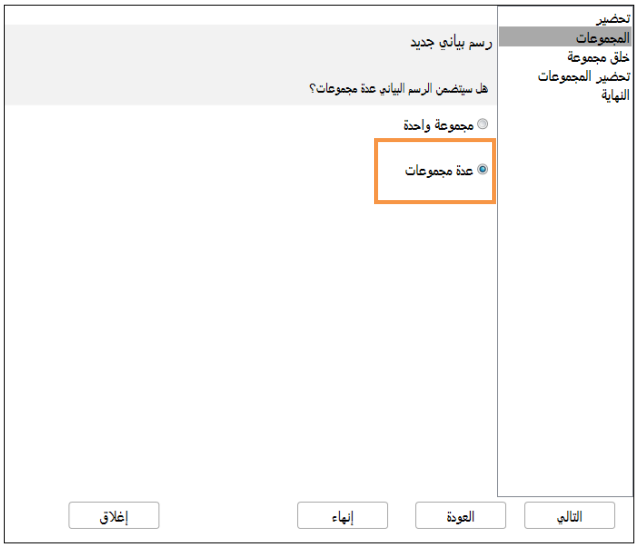
- Once done, press on the finish button to save the chart.



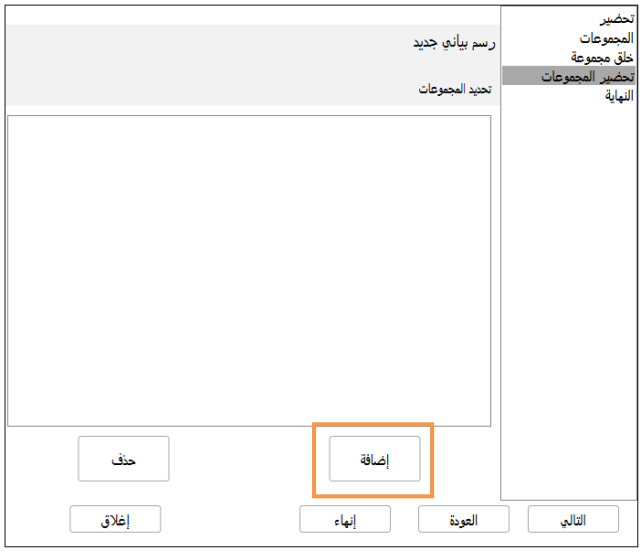
You can also add a chart that displays more than one criterion, like for example number of investigation reports and detainees by week day.

To add a chart with more than one group:

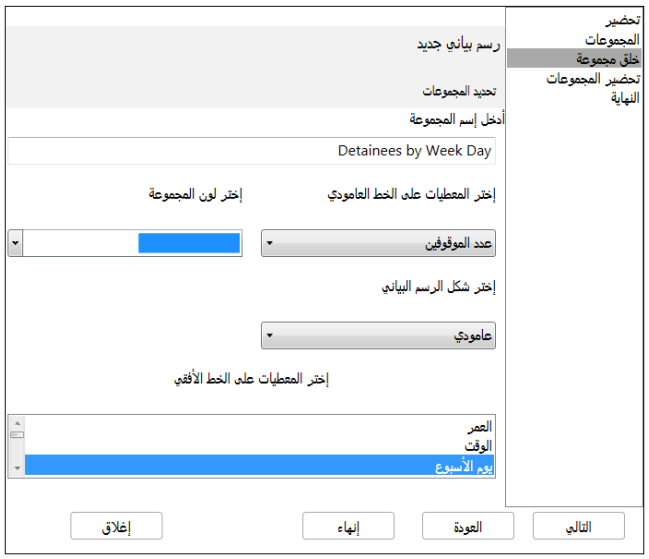
- Select the several groups' option in the charts wizard groups section.



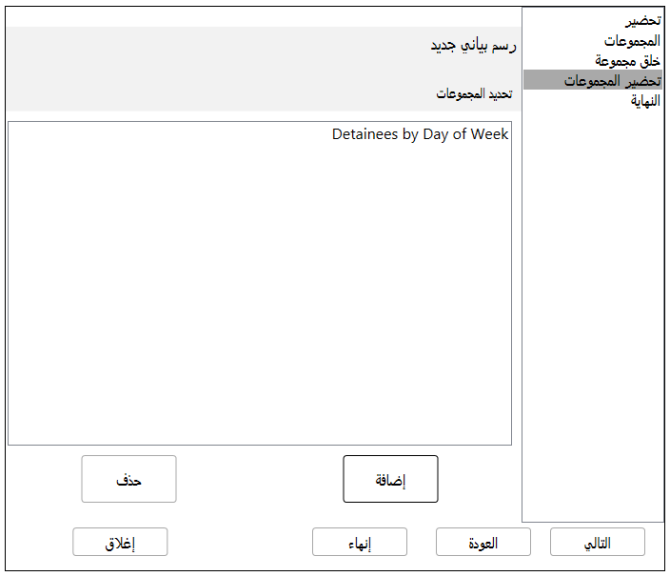
- Add groups using the ‘Add’ button in the ‘Groups Setup’ section.

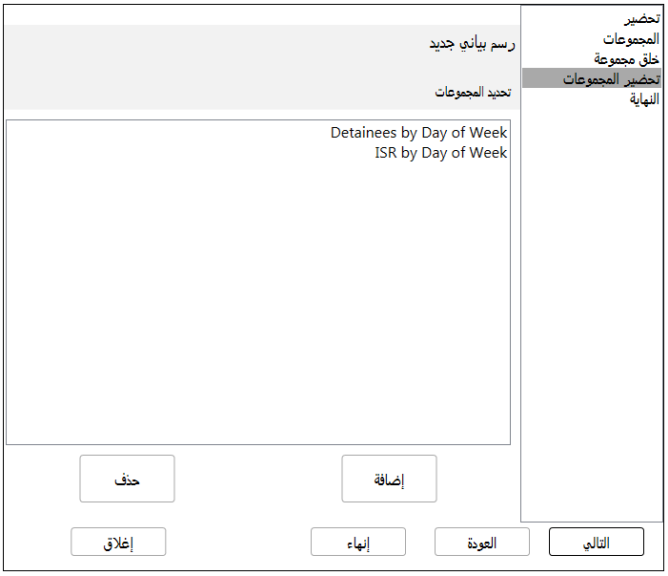


- Enter the group name, criterion, and press ‘Next’.

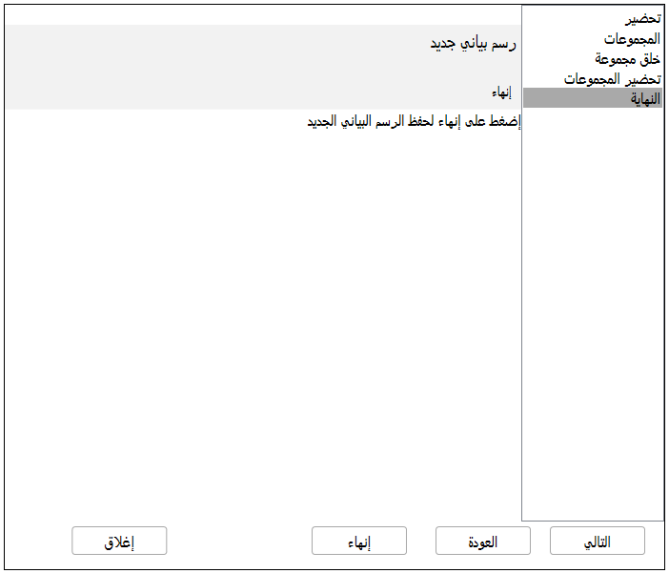


- Re-click on the ‘Add’ button to other charts and follow the same process until done.

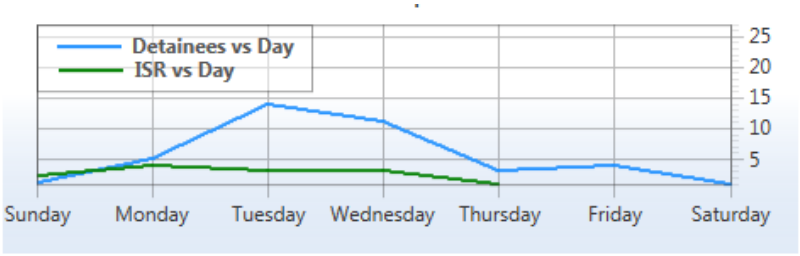




- Once done, press on ‘Finish’ button and add the chart in a dashboard unit.



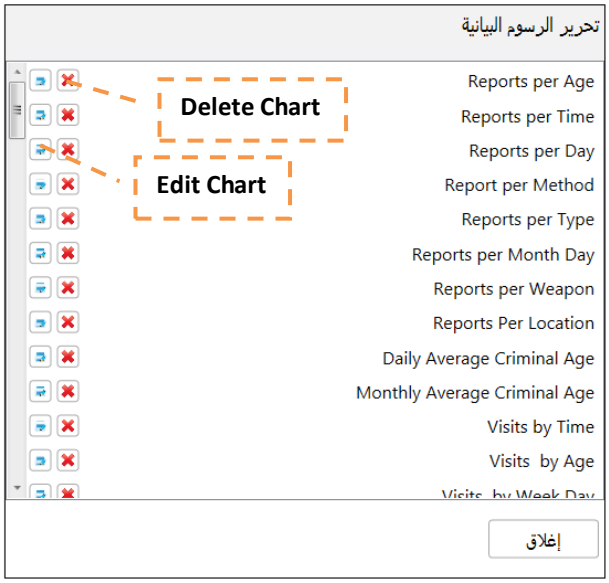
Example of a generated multi chart:



4.2.5 Management – Charts

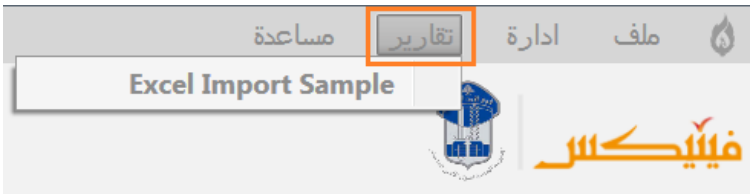
You can access the charts section using the '**Management**' → '**Charts**' menu item.

This section allows you to edit or delete existing charts.



Edit will open the same add interface so you can change the chart criteria.

4.3 Reports



4.3.1 Import Investigation Reports

To bulk import existing data into the system, use the '**Excel Import Sample**' functionality accessible from the Reports menu item. An excel template is required for this import which has several constraints on the user data.

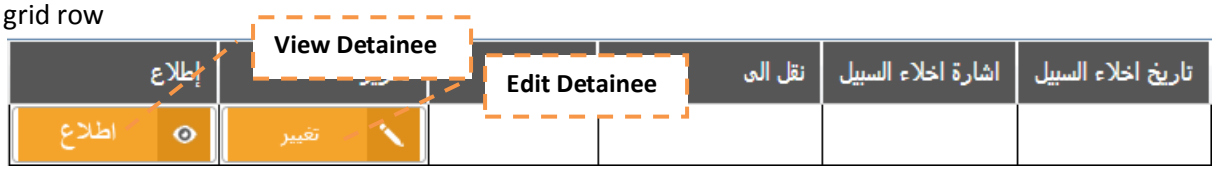
5. Detainees

You can access the detainees section from the right menu.
It's used to log information related to detainees kept in the custody of the station.

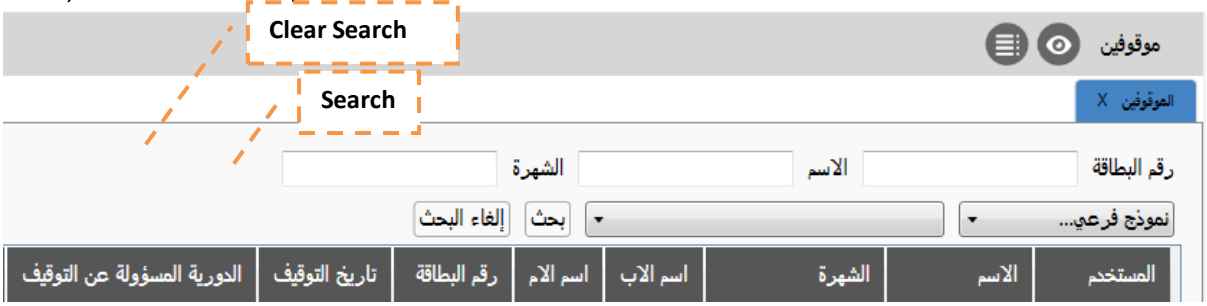
- To add a new detainee, press on the '**Add**' button

- To list existing detainees, press on the '**List**' button

- To edit or view a detainee's data, press on the '**Edit**' or '**View**' buttons on the corresponding grid row

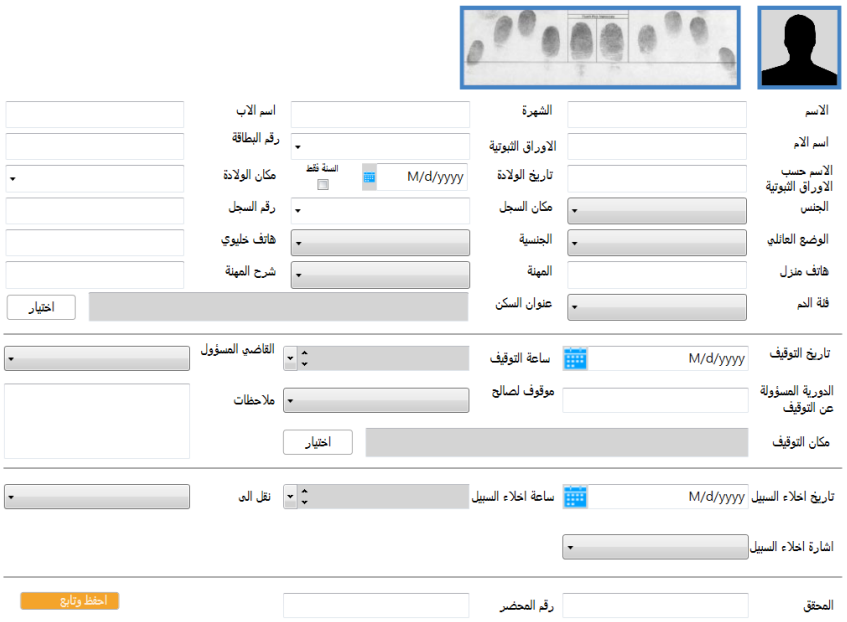


- You can filter the displayed data by the detainee identification card number, first name, last name, or different lookup criteria.



5.1 Add Detainee

To add a new detainee, enter the required fields marked in the grids below and save.



Contact Info

*Same as described in section 4.2.1 Management - Users.

Arrest Info

Information related to arrest date, location, and patrol

Field Name	Description	Required?
Arrest Date	The date in which the detainee was arrested	✓
Arrest Time	The time in which the detainee was arrested	✓
Judge in Charge	The name of the judge in charge	✓
Arresting Patrol	The name of the arresting patrol	✓
Arrested For	The name of the station that did the arrest	✓
Arrest Location	Arrest location	✓
Comments	Additional comments	✓

Release Info

Information related to release time and detainee status

Field Name	Description	Required?
Release Date	The date in which the detainee was released from station	
Release Time	The time in which the detainee was released from station	
Transferred To	The name of the place the detainee was transferred to (like prison, free, general security…)	
Release Code	Release code	

Station Info

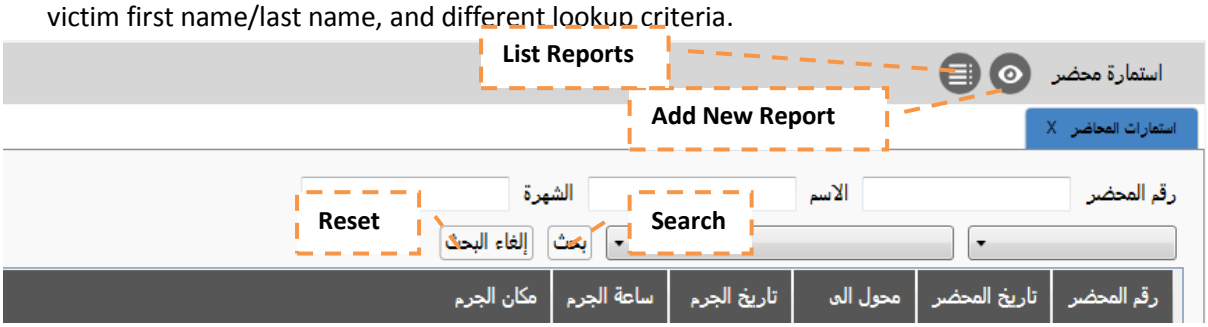
Investigation related information

Field Name	Description	Required?
Investigator	Name of the investigator who questioned the detainee.	
Report Number	Number of investigation report.	

6. Investigation Reports

You can access the investigation reports section from the right menu.
It is used to add summaries of investigation reports with corresponding participants and victims.

- To add a new investigation report, press on the '**Add**' button
- To list existing investigation reports, press on the '**List**' button
- To edit or view an investigation report's data, press on the '**Edit**' or '**View**' buttons on the corresponding grid row
- You can filter the displayed results by report number, participant first name/last name, victim first name/last name, and different lookup criteria.

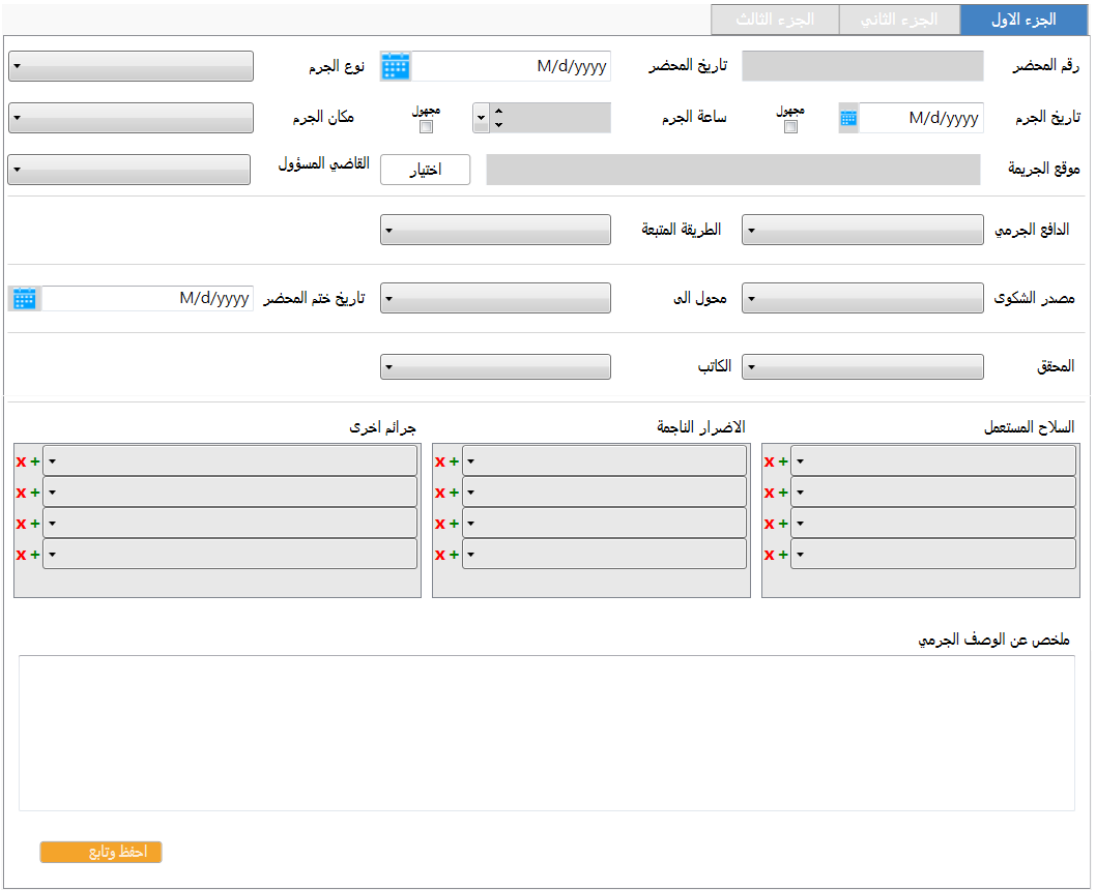


6.1 Add Report

To add an investigation report, you have to enter a summary about the crime, the list of participants, and corresponding victims.

Part 1 - Report Summary

The investigation summary includes details about the crime date, location, used weapons, damages and other related info.

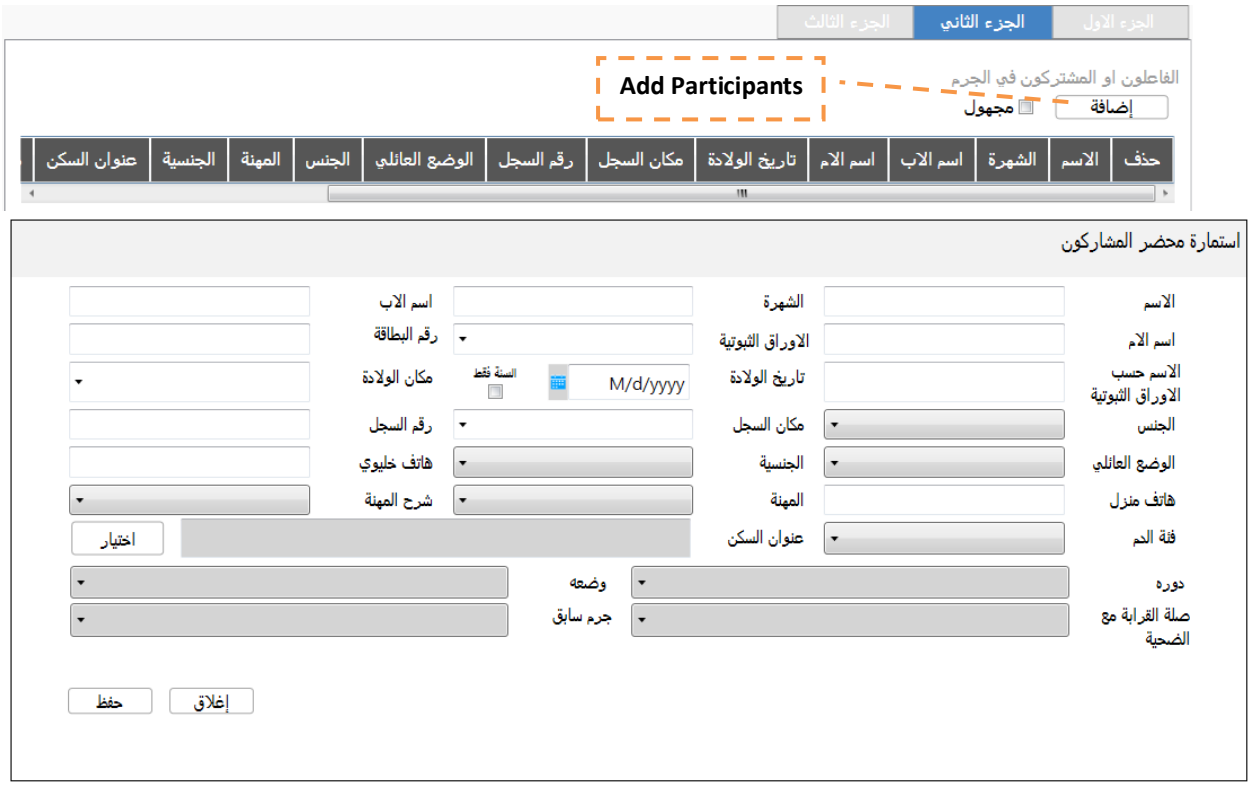


Field Name	Description	Required?
Report Number	Number of investigation report.	✓
Report Date	The date in which the report was created.	✓
Crime Type	The crime type (stealing, murder…)	✓
Crime Date	Crime date.	✓
Crime Time	Crime time.	✓
Crime Place	A general description about crime location (street, village…)	✓
Crime Location	Full address of crime address.	✓
Claim Source	The party reporting the crime.	✓
Transferred To	Investigation result.	✓
Report Stamp Date	The date in which the report was stamped.	
Investigator	Name of the investigator.	✓
Writer	Name of the investigator writer.	✓
Crime Reported at Hospital	Indicates whether the crime was reported in a hospital or not.	
Judicial Memorandum	Indicates whether there was a judicial memory about the crime or not.	
Weapons	List of used weapons in the crime.	
Damages	List of damages caused by the crime.	
Other Crimes	List of other related crimes.	

Summary of Crime Description	A description about the crime.	

Part 2 – Participants

To add a participant, press on the '**Add**' button, a popup will open to enter the participant's contact details and crime related details.
Participants can be anonymous.



Contact Info

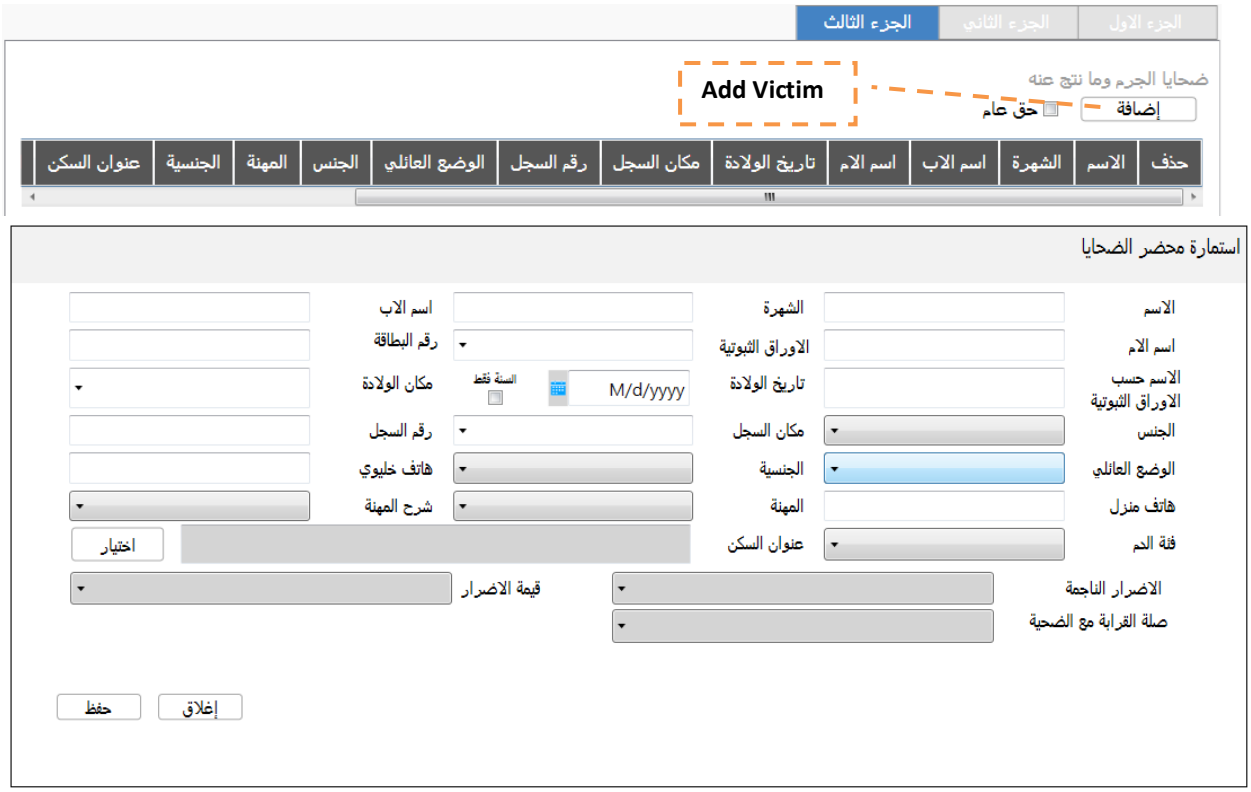
*Same as described in section 4.2.1 Management - Users.

Crime Info

Field Name	Description	Required?
Role	Participant role in the crime.	✓
Status	Participant status (arrested, released, anonymous…)	✓
Relationship with Victim	Participant blood relation with victim.	✓
Previous Crimes	Participant previous crimes.	✓

Part 3 – Victims

To add a victim, press on the '**Add**' button, a popup will open to enter the victim contact details and crime related details.
Victims can be anonymous.



Contact Info

*Same as described in section 4.2.1 Management - Users.

Damage Info

Field Name	Description	Required?
Damages	Damages caused by crime.	✓
Damages Value	Monetary amount of damage.	✓
Relationship with Participant.	Victim blood relationship with crime participant.	✓

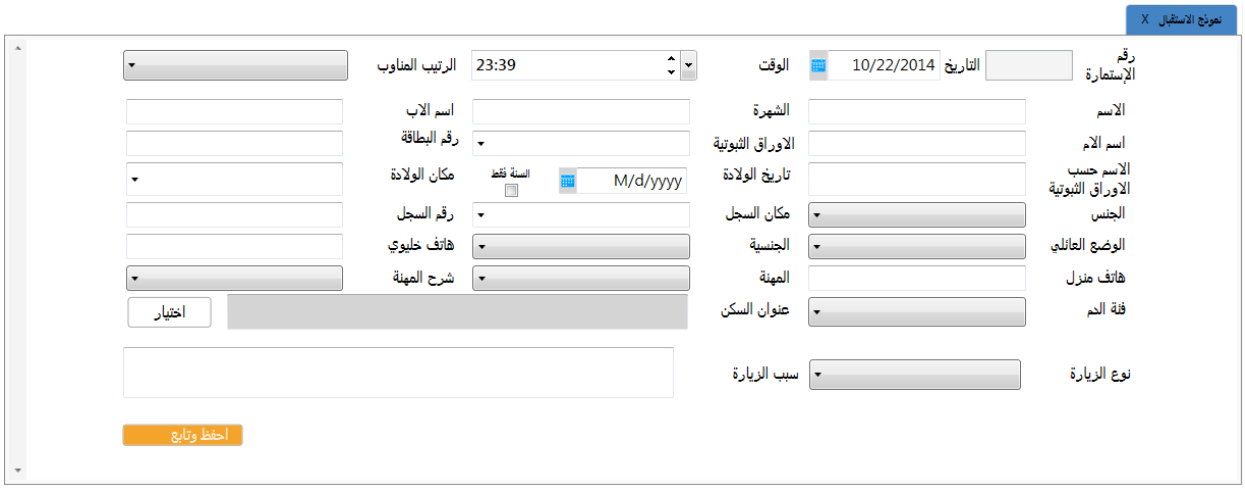
7. Reception Records

The Reception Records section on the right menu of the application allows adding and viewing the station visitors whether to visit a prisoner, file a complaint, or report a crime.

- To add a new reception record, press on the '**Add**' button.
- To view saved records, press on the '**List**' button.
- To edit or view a record, press on the '**Edit**' and '**View**' buttons on the corresponding grid row

7.1 Add Reception Record

To add a reception record, enter the visitor's contact details and visit details.



Contact Info

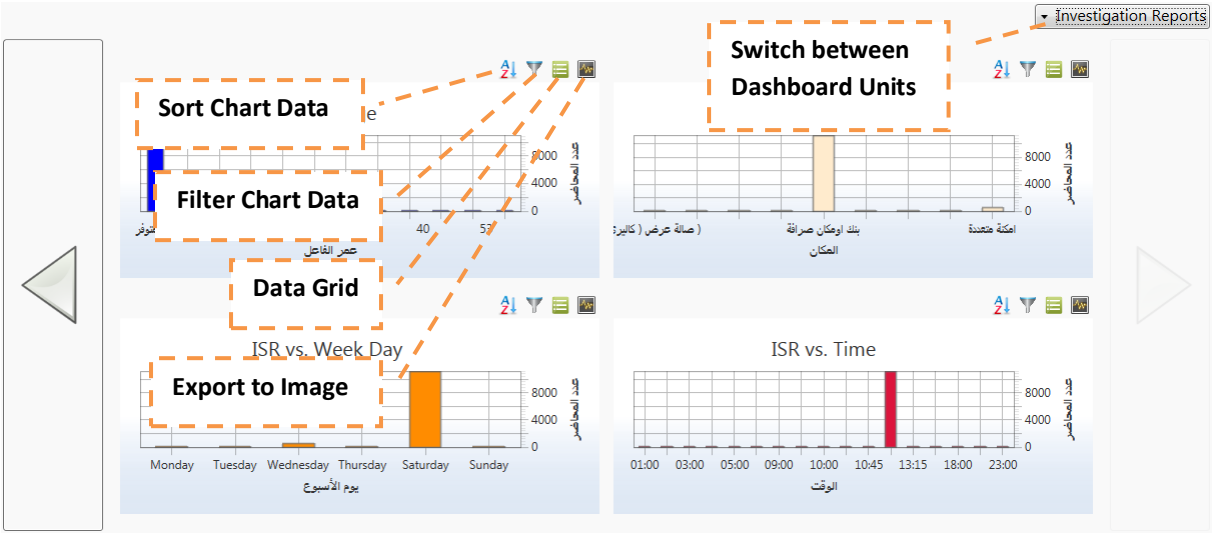
*Same as described in section 4.2.1 Management - Users.

Visit Info

Field Name	Description	Required?
Visit Type	Type of visit (visiting a detainee, reporting a crime, filing a complaint).	✓
Visit Reason	A short description about the visit reason.	✓

8. Dashboard

The dashboard section displays charts showing different system data. These charts are added using the charts wizard.

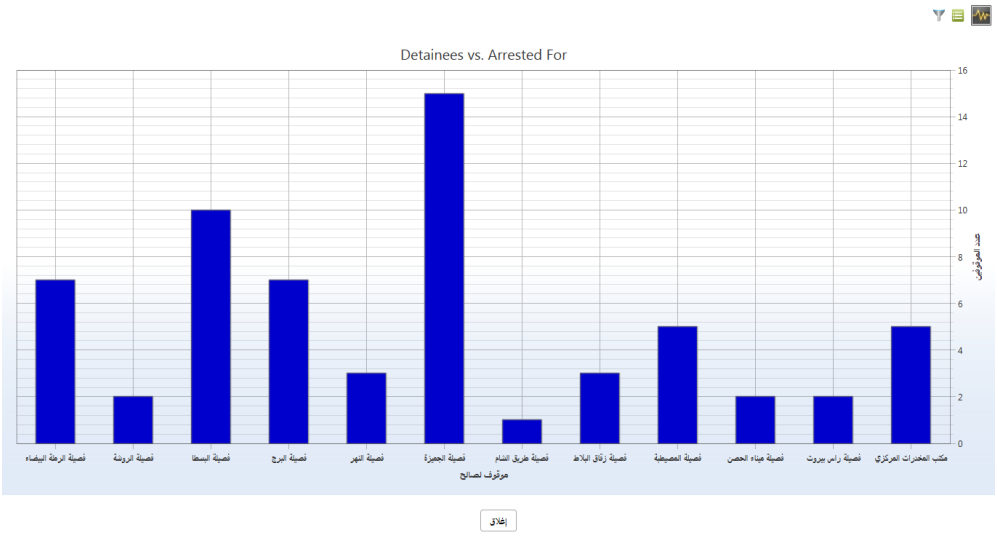


- You can switch between different dashboard units using the dropdown displayed in the header
- The right and left arrows are used to switch between pages
- You can zoom in and out of any chart using the mouse scroller; to retain original display, right click on the chart
- For each chart, you can filter the displayed results, view the respective data, and export the chart to an image.

Chart Functionalities

- **Expand**

  For a bigger view of the displayed chart, double click on the chart.

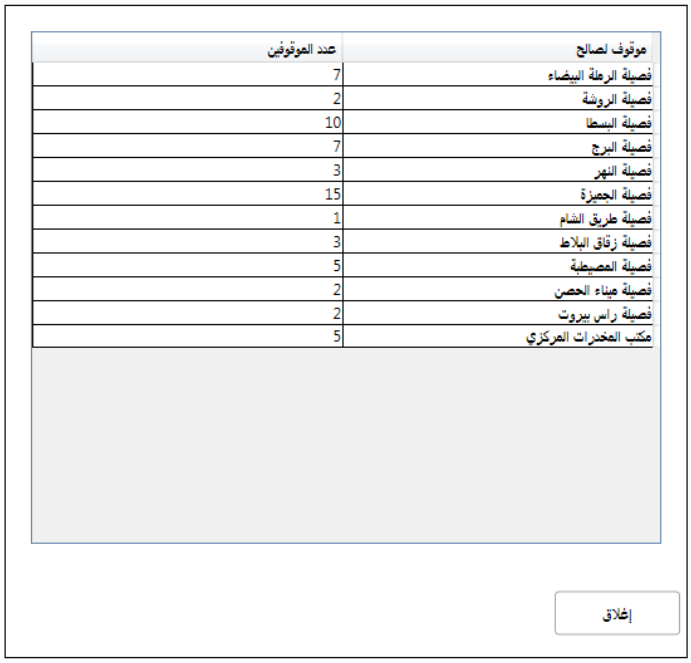


- **Export to Image**

  To export the chart as an image, press on the ‘Export’ button and you can save the image. Note that when the chart is opened in expanded mode, a bigger image will be saved.

- **Data**

  To view chart respective data, press on the ‘Data’ button, a popup will open showing detailed chart records.



- **Filter**

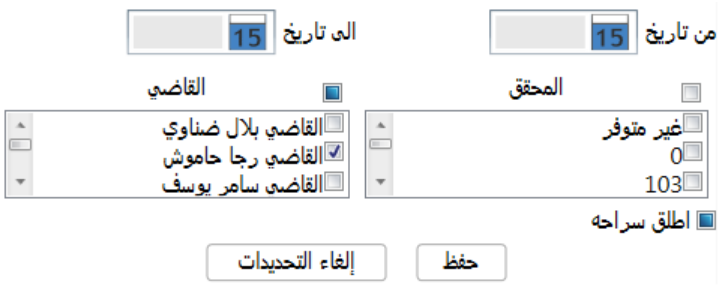
  To control the displayed data in charts, you can filter and eliminate the unneeded info or restrict the results to a time interval.

  ISR charts can be filtered by the below criteria:

  - Time Interval
  - Crime Type
  - Street (Crime Address)

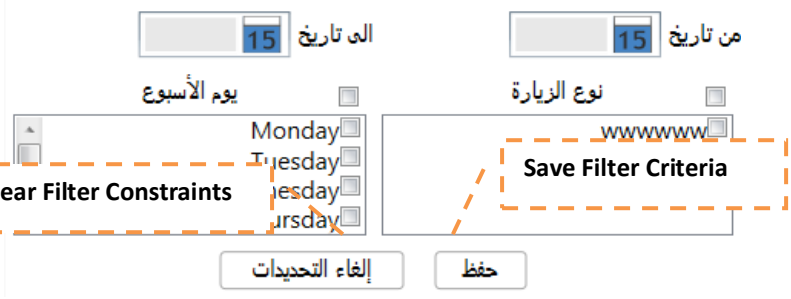
  Detainees charts can be filtered by the below criteria:

  - Time Interval
  - Investigator
  - Judge
  - Released or Not



Visits charts can be filtered by:

- Time Interval
- Visit Type
- Day of Week

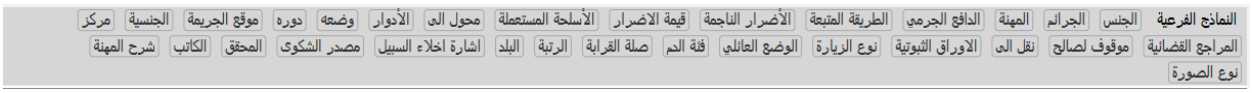


To save your filtering criteria, press on '**Save**' button.
To clear the filtering fields, press on the '**Clear Filter Constraints**' button and save.

- **Sort**
  You can sort the displayed data in charts using the 'Sort Data Horizontally' button.

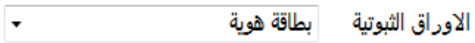
9. Lookups

Lookups are predefined values used throughout the app like crimes, genders, blood types, and other values to be listed below.
Basically, all lookup vales are added using the same manner. You enter the lookup name, code, and save. You can delete a lookup if and only if it is not used in any of the system data.



Contact Related Lookups

- **Official Paper**
  The type of official paper used to add the contact info.
  Example



- **Gender**
  Contact gender type (male, female, or other).

Example

- **Marital Status**

  Contact marital status (married, single, divorced, or other).

  Example

- **Blood Type**

  Contact blood type (A, B, AB or other).

  Example

- **Profession**

  Contact work domain.

  Example

- **Job Description**

  A short description of contact work domain.

  Example

- **Nationality**

  Contact nationality.

  Example

- **Country**

  Contact country used when adding the address.

  Example

Military Related Lookups

- **Position**

  Military position used when adding system users.

  Example

- **Military Rank:**

  Military rank used when adding system users.

  Example

Crime Related Lookups

- **Crime Type**

  Crime types (murder, stealing, or other) used when creating and investigation report.

  Example

- **Crime Motive**

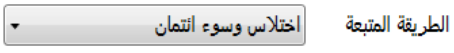
  Crime motive (work, drugs, or other) used when creating an investigation report.

  Example

- **Crime Method**

  Method used in committing a crime or felony used when creating and investigation report.

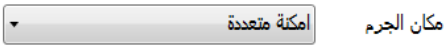
  Example



- **Crime Location**

  Crime location (street, hospital, village, or other) used when creating an investigation report.

  Example



- **Claim Source**

  Crime claim source (anonymous, Claiming Authority, or Other sources).

  Example

- **Weapon**

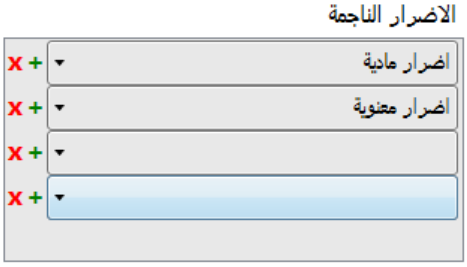
  Weapons used in committing a crime or felony.

  Example

- **Damage**

  Damages caused by a crime used when creating and investigation report.

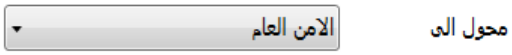
  Example



- **Redirected To**

  Indicates the result of the investigation and to where was the report transferred.

  Example



- **Participant Role**

Participant role in crime used when adding participants for an investigation report

Example

- ## Participant Status

  Participant status used when adding participants in an investigation summary report

  Example

- ## Family Relation

  Family relationships used when adding participants and victims in an investigation summary report.

  Example

- ## Damage Value

  Value of damages caused by a crime

  Example

- ## Investigator

  Investigator creating the investigation report.

  Example

- ## Writer

  Investigator writer

  Example

- ## Judiciary References

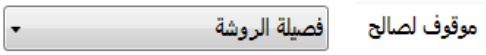
  Judge in charge used when adding a detainee.

  Example

- ## Arrested For Benefit Of

  The station having the detainee within its custody

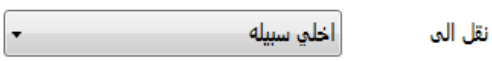
  Example



- ## Transferred To

  The status of the detainee after released from station.

  Example



- ## Release Code

  Release codes set when releasing a detainee from station.

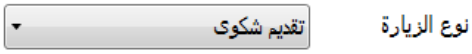
  Example

Reception Related Lookups

- **Visit Type**

  Visit type used when adding a reception record (visiting a detainee, filing a complaint, or other)

  Example



Appendix A

Available Charts

The charts wizard and dashboard sections enable adding and displaying different system criteria in statistical charts for detainees, investigation reports, and reception records.

Charts are not only a statistical display of information, but rather an important tool to help improve agencies' operations. They will help in setting some vital criminal patterns which implies taking faster actions and cautions.

An example of some criminal patterns:

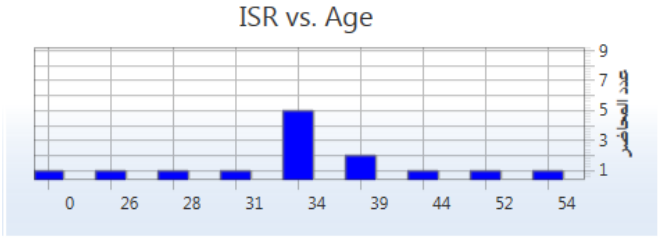
- Hot Criminal Locations
- Highest Committed Crime Types
- Peak Criminal Age
- Peak Crime Hours/Days

***The data displayed in the charts below is test data and has nothing to do with reality.**

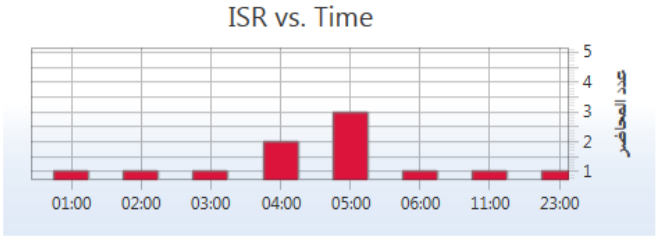
Investigation Summary Reports Charts

Investigation summary reports charts display the number of reported crimes versus different criteria.

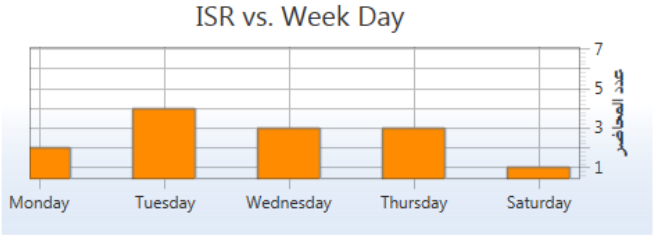
- **Number of Reports versus Age:** Chart to show the number of investigation reports by participant age which helps in distinguishing the peak criminal age.



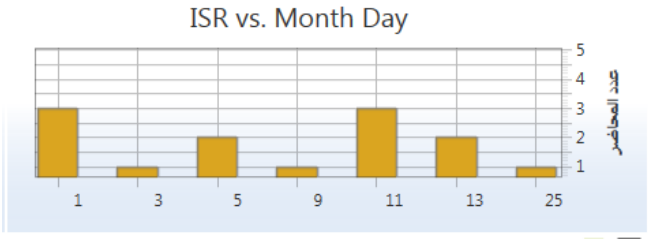
- **Number of Reports versus Crime Time:** Chart to show the number of investigation reports by crime time from which we can conclude peak crime hours.



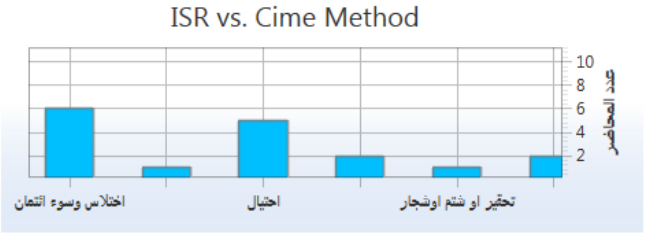
- **Number of Reports versus Day of Week:** Chart to show the number of investigation reports by week day from which we can conclude which day of week has the highest crime rate.



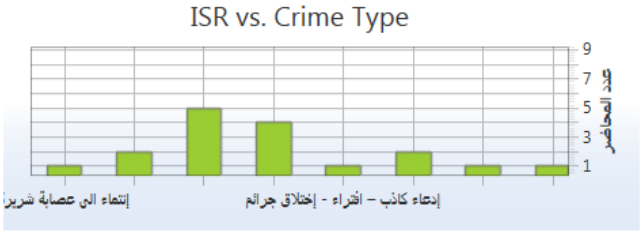
- **Number of Reports versus Day of Month:** Chart to show the number of investigation reports by day of month from which we can conclude what part of month has the highest crime rate.



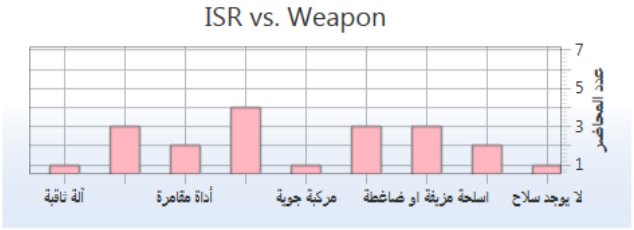
- **Number of Reports versus Crime Method**: Chart to show the number of investigation reports by methods used in committing them.



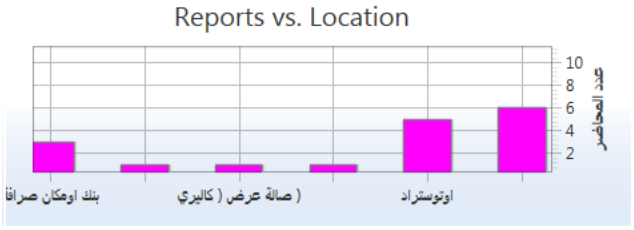
- **Number of Reports versus Crime Type**: Chart to display the number of investigation reports grouped by type of crime.



- **Number of Reports versus Used Weapon**: Chart to display the number of investigation reports grouped by weapons used in committing them.

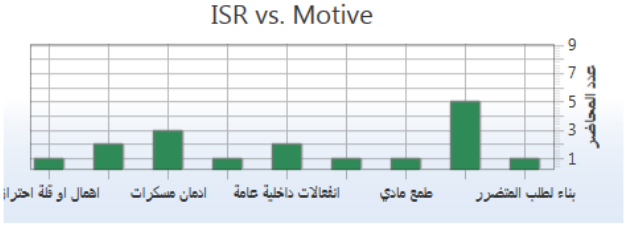


- **Number of Reports versus Crime Location**: Chart to display the number of investigation reports by location, from which we can conclude the hot criminal areas.



- **Number of Reports versus Crime Street:** Chart to display the number of investigation reports by street.
- **Number of Reports versus Claim Source**: Chart to display the number of investigation reports by claim source.

- **Number of Reports versus Crime Motive**: Chart to display the number of investigation reports by crime motive.

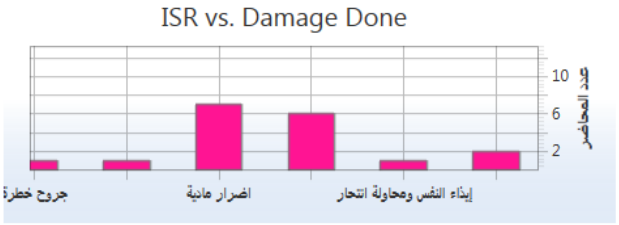


- **Number of Reports versus Transferred to**: Chart to display the number of investigation reports grouped by the division the crime participants were transferred to.

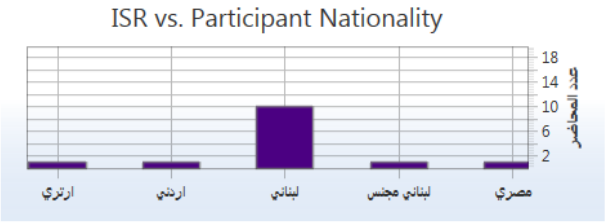
- **Number of Reports versus Investigator:** Chart to display the number of investigation reports for each investigator.

- **Number of Reports versus Judge In Charge**: Chart to display the number of investigation reports grouped by judge in charge at the crime time.

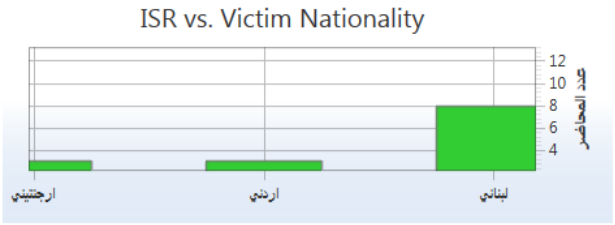
- **Number of Reports versus Damage Done**: Chart to display the number of investigation reports grouped by the caused damage on victims.



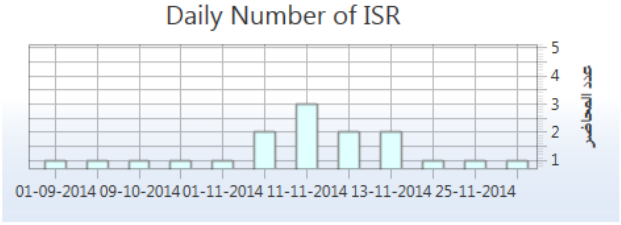
- **Number of Reports versus Participant Nationality**: Chart to display the number of investigation reports versus participants' nationalities.



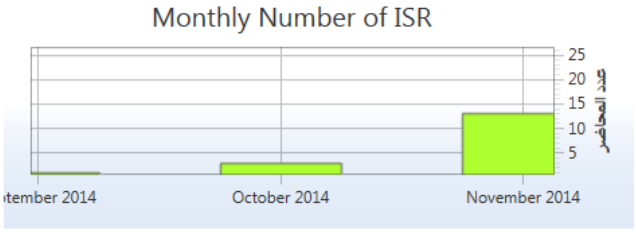
- **Number of Reports versus Victim Nationality**: Chart to display the number of investigation reports plotted versus victims' nationalities.



- **Daily Number of Reports**: Chart to display daily number of investigation reports.

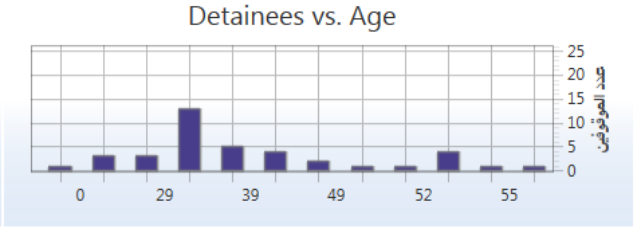


- **Monthly Number of Reports**: Chart to display monthly number of investigation reports.

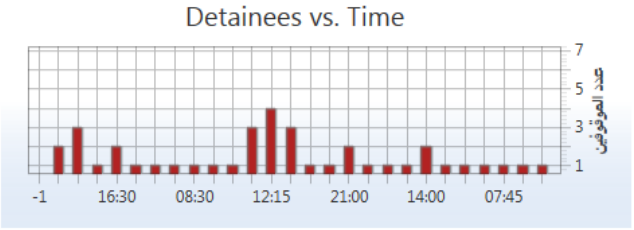


Detainees Reports Charts

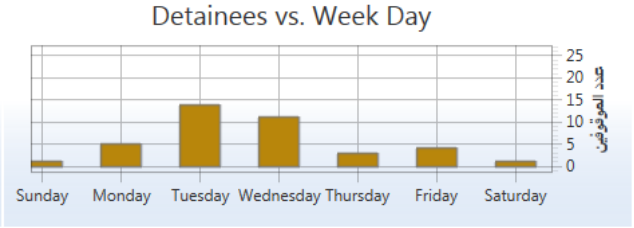
- **Number of Detainees versus Age**: Chart to display the number of detainees grouped by detainee age, helps in distinguishing the peak ages of criminal activities.



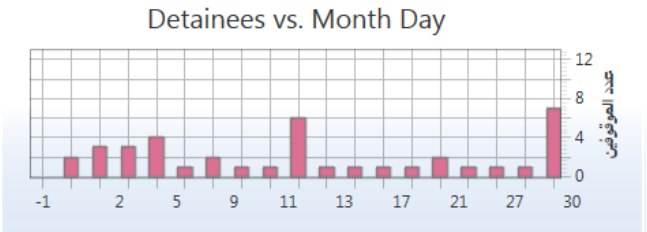
- **Number of Detainees versus Arrest Time** Chart to display the number of detainees with respect to arrest time.



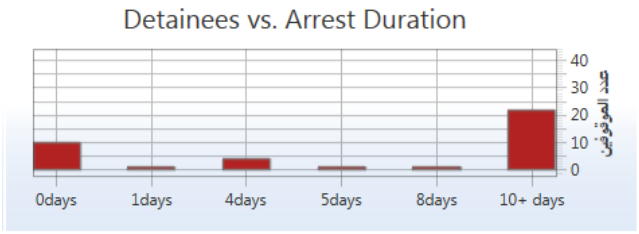
- **Number of Detainees versus Week Day**: Chart to display the number of detainees with respect to arrest day of week.



- **Number of Detainees versus Month Day**: Chart to display the number of detainees with respect to arrest day of month.



- **Number of Detainees versus Arrest Duration**: A chart to display the number of detainees versus custody time in which the detainees were kept locked in station.



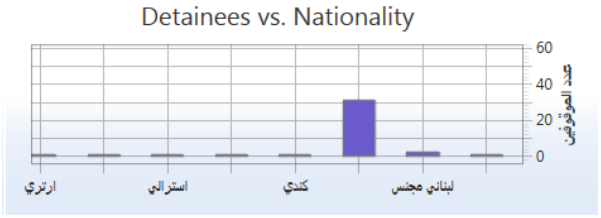
- **Number of Detainees versus Judge In Charge**: Chart to display the number of detainees with respect to the judges in charge at arrest times.

- **Number of Detainees versus Arrested For**: Chart to display number of detainees grouped by the stations in which they are withheld.

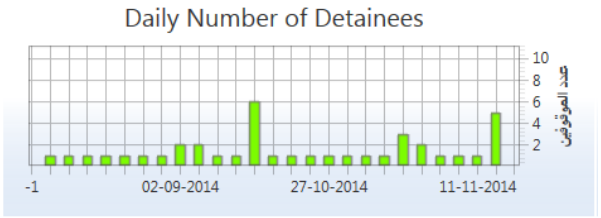
- **Number of Detainees versus Release Code**: Chart to display the number of detainees released versus release code.

- **Number of Detainees versus Transferred to**: Chart to display the number of detainees transferred to each section.

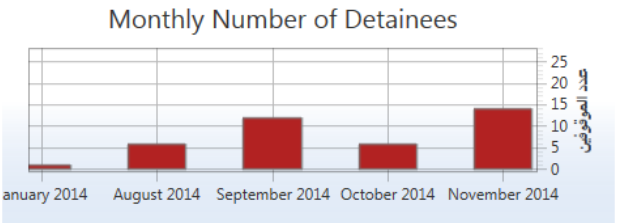
- **Number of Detainees versus Nationality**: Chart to display the number of detainees versus nationality.



- **Daily Number of Detainees**: Chart to display daily number of arrested detainees.

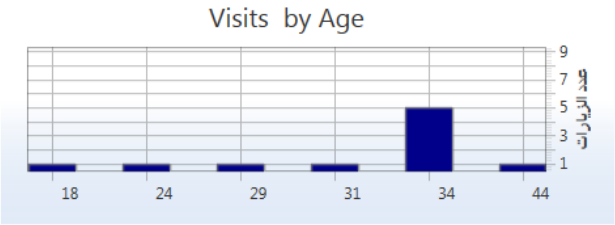


- **Monthly Number of Detainees**: Chart to display monthly number of arrested detainees.

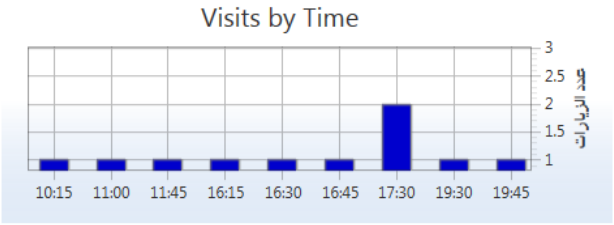


Reception Reports Charts

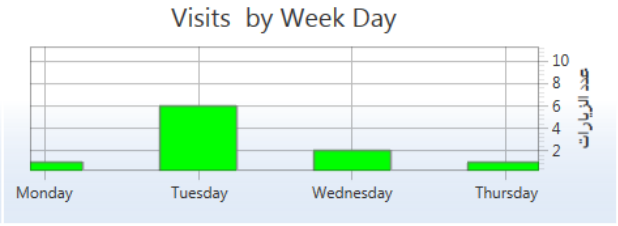
- **Number of Visits versus Age**: Chart to show number of visits by visitor age.



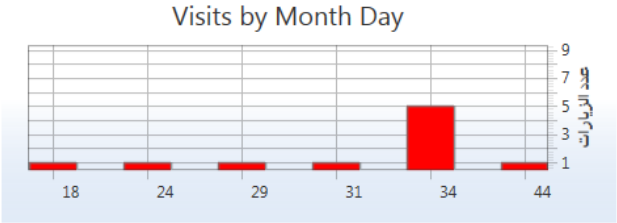
- **Number of Visits versus Time**: Chart to show number of visits by visit time.



- **Number of Visits versus Week Day**: Chart to show number of visits by day of week.



- **Number of Visits versus Month Day**: Chart to show number of visits by day of month.

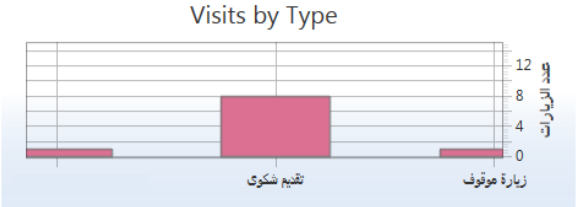


- **Number of Visits versus Receptionist - Duty Officer**: Chart to show number of visits that occurred for each receptionist officer in duty.

- **Number of Visits versus Birth Location**: Chart to show number of visits by visitor birth location.

- **Number of Visits versus Marital Status**: Chart to show number of visits by visitor marital status.
- **Number of Visits versus Registration Location**: Chart to show number of visits by visitor registration location.

- **Number of Visits versus Visit Type**: Chart to show number of visits by visit type.



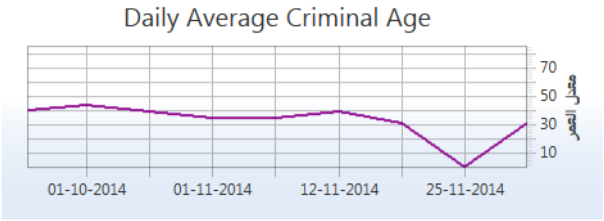
- **Number of Visits versus Nationality**: Chart to show number of visits by visitor nationality.

- **Number of Visits versus Work Field**: Chart to show number of visits by visitor work field.
- **Number of Visits versus Job Description**: Chart to show number of visits by job description.
- **Number of Visits versus Gender**: Chart to show number of visits by visitor gender.
- **Daily Number of Visits:** Chart to show number of visits per day.

- **Monthly Number of Visits:** Chart to show number of visits per month.

Average Criminal Age Charts

- **Daily Average Criminal Age**: Chart to display the daily average age of captured detainees. It helps in distinguishing the peak criminal age.



- **Monthly Average Age**: Chart to display the monthly average age of captured detainees. It helps in distinguishing the peak criminal age.